



## TOWN OF ASHBURNHAM

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### TOWN ADMINISTRATOR'S REPORT

February 6, 2017

Town Administrator's reports are available on-line at <http://www.ashburnham-ma.gov>

#### COMMITTEE/COMMISSION UPDATES

**Volunteer Openings.** Currently there are openings on the following: (2) Conservation Commission, (2) Parks & Recreation Committee. These are listed on the Town's website under Volunteer Opportunities.

#### MEETINGS

**AWRSD Meeting.** Along with Selectmen Kyle Johnson, I attended the AWRSD meeting last week to listen to Superintendent Gary Mazzola present his FY18 budget. We are at the beginning stages of reviewing the proposed budget. We do have a joint meeting coming up with officials from both towns and the school to discuss the budget and capital requests.

**Bill Fraier, Town Auditor.** Treasurer Tammy Coller, Accountant Tanya Gaylord, and myself met with Bill last week. We reviewed the draft audit. Bill is working on getting us some templates for us to move forward with the recommendations from the audit. We are working on submitting our replies to Bill relative to the Town's Response on each of the items listed on the audit. Once we have completed everything, we will send it to the Select Board for review. We would like to have Bill review the audit with the advisory board/select board at a joint meeting in early March.

**Department Head Meeting.** We had a department head meeting this morning at the Library. At today's meeting, every department was asked to review their fee schedules and compare them to surrounding communities; recommendations from each will be returned at the next department head meeting.

**Glenn Eaton—MRPC.** DPW Superintendent Steve Nims and myself met with Glenn two weeks ago. We discussed the partnership opportunities with MRPC relative to planning services.

**State Senator Anne Gobi.** I met with Representative Anne Gobi today to introduce myself and to begin the dialogue on the needs of Ashburnham.

#### PERSONNEL

**Police Chief Loring Barrett--Contract.**

**COA Director.** Director Jackie Osolin, will be leaving to take a full time position with another employer. Her last day will be Thursday, February 9<sup>th</sup>. On February 13<sup>th</sup>, Janet Robbins a COA dispatcher will assume the COA director duties in combination with her dispatcher duties until March 31, 2017. We are looking into options for COA at this time.

**Fire Union Contract.** Negotiations are underway.

#### PROJECTS

**Community Compact Cabinet.** Last week, I submitted our CCC proposal to the State with three proposals. I am working with Division of Local Services (DLS) to answer any questions. I will notify the Board if and when DLS accepts our proposals.

- a. **Permitting Guide.** Working towards economic development in the town, there is a need to create a soup-to-nuts guide for the most common types of businesses in town on how to and in what order to obtain licenses. I.e: Restaurants, Convenience stores, Car dealer, etc. The details would include which licenses and from what departments and in what order they would be needed. This is one of the most common complaints we get from potential business owners.

- b. **Risk Assessment.** As noted in our Annual Audits, we would like to conduct a risk assessment of the Town's operations and provide a risk assessment policy for future analysis. In recent history, we had a Librarian charged for stealing money from a special "friends" account out of our local bank over time.
- c. **Access Database Budget.** As a stronger budgeting tool, we would like to convert our excel budget worksheet that consists of over 200 spreadsheets into a larger access database that is easier to enter data, run reports, and which can assist with our transition over the next few years to a more transparent GFOA compliant budget.

**DLTA Funding.** I have submitted our DLTA application for work on our Master Plan Economic Development Use element and consultant services for revision of our signage by-law. MRPC reviewed the application along with others last week. Applications are being submitted to the state agency for review and we should be notified of whether or not our proposal will be funded by the end of February.

**Procurement Card.** Treasurer Tammy Collier and Accountant Tanya Gaylord have put in much time and effort to find the Town a vendor for a town-wide procurement card. With the help of department heads, we are in the process of reviewing policies for the card. Once a policy is adopted, we will be awaiting the arrival of new p-cards for all departments who would like them. Tammy, Tanya, and myself will jointly control the spending limits for each department, being able to make adjustments for larger purchases if and when necessary. These cards will cut down on the liabilities of open credit limits and reimbursements, ultimately reducing our risks.

**Sherbet Road.** Two weeks ago, DPW Superintendent Steve Nims, Winchendon Town Manager Keith Hickey, and Al Gallant, DPW Superintendent, Tighe & Bond's Peter Valinski and Jeff Faulkner met to discuss the Ashburnham /Winchendon shared water line on Sherbet Road. After review of our plan, we have all agreed to move up the time line on this project. Jointly with Winchendon, we will be splitting the \$30,000 expenses to do borings to further our documentation for preparation for our USDA application for the project. The borings should be done no later than the end of March. We are hopeful to have our USDA application ready to be submitted around Town Meeting time in May and to budget for expenses for FY18. The expenses will be split between the two towns as follows: Winchendon will cover the expenses relative to the water line and Ashburnham will cover the expenses relative to paving the road.

**Town Website.** Donna Burton and myself met with Virtual Town Hall, our website developer two weeks ago. We are discussing the possibility of upgrading our website to the new format, making it both easier for us to update and for residents to interact with our website. The cost for the upgrade is \$5,000 and it would take approximately 3 months to redesign and then launch. Annual costs after that would be \$3000.

**On-Going Projects—*No update at this time***

- Budget FY18
- DPW Site
- Gardner Sewer Memorandum of Understanding
- Health Insurance
- Meissner Property
- Parking Main Street-Signage
- Route 101-TIP
- Visit of Liquor Establishments in Town